

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	4.1.03
PROCEDURES MANUAL		ISSUE DATE	June 1, 2005
SUBJECT	AMLIS Data Entry	Section	AML
		Last Revised	

OBJECTIVE AND INTENT :

To provide guidance and direction to the AML staff in entering data into the federal Abandoned Mine Land Inventory System (AMLIS).

Procedures:

Moving AMLIS Features and Costs to Funded Column -

The AML Contract Coordinator or Minerals Specialist who has “write access” to AMLIS will prepare a project’s National Environmental Policy Act (NEPA) written analysis form and be the contact person for the Big Stone Gap OSM’s field office personnel.

The assigned OSM field personnel will inform the appropriate Contract Coordinator or Mineral Specialist as to whether the NEPA document and Authorization To Proceed (ATP) are ready for approval. (Note: The OSM Field Director completes the ATP.) If the documents are ready for approval, the OSM contact will request, via email or telefax, that the Contract Coordinator/Minerals Specialist enter the appropriate data into AMLIS and provide the printout of the data to OSM (i.e., that documents the specific feature(s) of the project and moves the projected cost(s) to the funded column).

The AML and OSM personnel will communicate and document any changes to the project’s AMLIS data, as needed (email will be acceptable). The revised data sheet(s) will be sent to OSM via telefax to expedite the process for final approval of the NEPA document and issuance of the ATP.

Moving AMLIS Features and Costs to the Completed Column -

Once the AML project has been completed, the field Inspector will complete the final inspection report to recommend closing out the project. The report will be routed to the supervisor, Contract Coordinator/Minerals Specialist, and the AML Manager. The Contract Coordinator/Minerals Specialist will review the report, sign it if there are no discrepancies or errors, and then enter the appropriate data regarding the project features and costs into the completed column of the project’s AMLIS file.

Maintaining Hard Copy AMLIS Files -

All AMLIS data changes will be documented by printing hard copies of any AMLIS Problem Area Description (PAD) originals and all AMLIS PAD modifications, along with annotations. The Contract Coordinator/Minerals Specialist will ensure that paper copies of this information are placed and maintained in the respective PAD file.